



**DEPARTMENT OF THE NAVY
COMMANDER
NAVAL EDUCATION AND TRAINING COMMAND
250 DALLAS STREET
PENSACOLA, FLORIDA 32508-5220**

NETCINST 12410.1
N00V

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NETC INSTRUCTION 12410.1

Subj: NAVAL EDUCATION AND TRAINING COMMAND PAYMENT OF EXPENSES
FOR ACADEMIC DEGREES AND PROFESSIONAL CREDENTIALS

Ref: (a) DON memo of 21 Mar 03 (NOTAL)
(b) DON Civilian Human Resources Manual (CHRM),
Subchapter 410
(c) FLDSUPPACT Anacostia ltr 7000 Ser 82/030174 of
10 Sep 03 (NOTAL)

Encl: (1) Guidance for Civilian Academic Degree Training
Program
(2) Payment of Expenses to Obtain Professional
Credentials

1. Purpose. To issue policies and procedures for the administration and management of the Naval Education and Training Command (NETC) authorization and payment of expenses for academic degrees, as outlined in enclosure (1), and professional licenses and credentials, as outlined in enclosure (2).

2. Background

a. This newly authorized policy was established to support workforce development to meet organizational objectives. NETC activities may use these authorities, as appropriate, to recruit, develop, and maintain an efficient and effective workforce through planned, systemic, and structured programs of development to carry out the command's mission. Reference (a) pertains to the Department of Navy (DON) policy for employees of naval establishments. Reference (b) pertains to the Human Resources Office's policy requirements. Reference (c) provides guidance for payment of Civilian Financial Management Professional Certification.

b. The NETC training policy requirements are for planning, establishing, and implementing the above-referenced policies.


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3. Discussion. NETC has continued its commitment to develop the knowledge, skills, and abilities of employees to the maximum extent possible to ensure a world-class work force. With significant transition in the DON and NAVEDTRACOM, a skilled worker is a valuable worker. Therefore, this authorization will assist in recruiting, developing, and retaining employees as we continue to prepare for the future.

4. Action and Responsibilities

a. Commander, Naval Education and Training Command (CNETC) DCPD is responsible for overall program direction and compliance. NETC Director of Civilian Personnel Programs (DCPP) will provide guidance and assistance to activities reporting directly to NETC.

b. Each NAVEDTRACOM activity shall promulgate, implement, and execute the policy guidance addressed in enclosures (1) and (2) of this directive.


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Chief of Staff

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GUIDANCE FOR CIVILIAN ACADEMIC DEGREE TRAINING PROGRAM1. General Requirements

a. Payment of costs associated with obtaining an academic degree to assist in recruiting or retaining employees is no longer restricted to occupations in which a shortage of qualified personnel is identified. Under this new law, DOD may also now pay for degrees if they are a part of a planned program of civilian professional development endorsed by the Department.

b. Funding is authorized only for individuals participating in planned, systemic, and coordinated professional development programs. Such programs must meet all of the following criteria:

(1) Financial support for the program is pre-planned rather than ad hoc.

(2) The program consists of a sequenced set of instructions or assignments that clearly support organizational objectives.

(3) The program produces measurable improvement in either individual or organizational performance.

c. NETC has been delegated the authority to implement this policy and determine the circumstances under which payment for academic degrees shall be made. The authority to approve planned, systemic, and coordinated professional development programs for academic degree payment is delegated to the command or activity head.

d. Professional development programs administered under this policy must be consistent with Merit System Principles. Identification and selection of employees for training and development opportunities must be effected fairly and equitably, without regard to political affiliation, race, color, religion, national origin, sex, marital status, sexual orientation, status as a parent, age, or handicapping condition.

e. Funding is permitted for any course of post-secondary education delivered through classroom, electronic, or other means, provided that it is administered or conducted by an institution that is accredited by a nationally-recognized accrediting body to provide a curriculum of post-secondary education. The Department of Education (DOE) publishes a

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listing of accredited bodies under Section 1001 of Title 20 U.S.C. This listing can also be found on the DOE website www.ed.gov/admins/finaid/accred/index.html.

f. In addition to funding for tuition and books, funding may include additional expenses that are necessary to ensure successful participation including, but not limited to, supplies and equipment, application fees, registration fees, and parking fees.

g. A Continued Service Agreement shall be completed prior to degree payment. For full-time attendance, the Continued Service Agreement obligates employees, for whom academic degree training is paid, to serve in a Government agency for a period of at least three times the length of the time spent in academic degree training. The period of obligated service begins the day after the last training class. For part-time training, the period of obligated service will be computed per 5 CFR 410, related to time and cost factors. Upon successful completion of this training, a copy of the transcript reflecting the grade must be provided to the appropriate activity point of contact for processing into the Defense Civilian Personnel Data System (DCPDS). A copy shall be forwarded to NETC Headquarters, Career Resources Center (N00V) to document use of this authority.

h. Academic degree payment is not authorized for any employee occupying or seeking to qualify for appointment to any position that is excepted from the competitive service because of its confidential policy-determining, policy-making, or policy-advocating character.

i. Academic degree payment is not authorized for any employee attending an institution that discriminates on the basis of political affiliation, race, color, religion, national origin, sex, marital status, sexual orientation, status as a parent, age, or handicapping condition.

j. With the exception of a Federal grant of funds made available solely for student financial assistance or related administrative costs, funds may not be provided by contract or grant to an institution of higher education or any sub-element of that institution if either the parent institution or any sub-element of that institution has a policy or practice that prevents Reserve Officers Training Corps (ROTC) units or student ROTC participation, military recruiting on campus, or access to student directory information.

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k. Offices with the authority to approve the establishment of professional development programs that offer academic degree payment shall ensure that the programs are implemented in a manner that will result in better organizational or individual performance. The effective use of professional development programs shall be considered as a part of the overall assessment of human resources management. The nature and extent of the use of professional development programs shall be documented as a part of the review of organizational health in the annual report required by SECNAVINST 12273.1.

1. This authority does not apply to Navy Student Loan Repayment Plan under 5 U.S.C. Section 5379 and 5 CFR 537.

2. These guidelines for the Civilian Academic Degree Training Program will be implemented at all NETC activities. A point of contact shall be established to provide advice and guidance.

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PAYMENT OF EXPENSES TO OBTAIN PROFESSIONAL CREDENTIALS1. General Requirements

a. Payment of costs associated with obtaining and renewing professional credentials including professional accreditation, state-imposed and professional licenses, and professional certifications, and examinations to obtain such credentials, is authorized to support DON human capital goals. Given the availability of funding, an activity may pay for professional credentials that are necessary or beneficial for the employee in the performance of official duties related to their current position.

b. This authority will be implemented in a manner consistent with Merit System Principles, and meeting the following criteria for the license or certification contained in Chapter 23 of Title 5:

- (1) Enhances productivity;
- (2) Improves performance;
- (3) Maximizes recruitment opportunities, especially for shortage category occupations and other labor market conditions;
- (4) Increases retention, especially for "high turnover" career fields;
- (5) Broadens and develops the skill base for a quality work force to accomplish the DON's mission and ensure readiness;
- (6) Supports civilian leadership development initiatives and career path improvements to meet future requirements.

c. This authority is discretionary and is not an entitlement or benefit of employment.

d. NETC activities shall document the use of this authority. DCPDS will be modified to provide essential data for program evaluation. Specific data listed below in paragraphs 11(1) through 11(7) must be retained by NETC activities until the DCPDS accommodates these new requirements. Upon command approval, a copy of the documentation shall be provided to NETC Headquarters, Career Resources Center (N00V). Each approving official shall ensure that the use of this authority is documented.

Enclosure (2)

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e. Funding is permitted for license and certification as defined in paragraph 1k below. This authority may not be used to obtain licenses or certifications from organizations that discriminate on the basis of race, color, religion, age, sex, national origin, parental status, sexual orientation, or handicapping conditions.

f. This authority may not be exercised on behalf of employees occupying Schedule C and non-career (political) SES positions. This authority is not applicable to active duty military personnel, local nationals, and non-appropriated fund employees.

g. Payment for licenses and certifications and their subsequent renewals may include, at the discretion of the command and/or activity, additional expenses such as dues or fees required by the licensing or certifying agency, fees for preparation for examinations and the actual examinations, registration fees, and travel and per diem costs. Payment may not include employees' membership fees in societies or associations.

h. Payment may be made on a reimbursable basis upon successful receipt of the credential. Reimbursement shall be through the completion of the SF 1164.

i. Unless permitted by law or regulation, minimum qualification requirements may not be established based upon the presence or absence of a license or certification.

j. Activity heads are delegated the authority to implement this program and determine the circumstances under which payment for professional credentials will be made. Activity heads are responsible for funding support, assessing the effectiveness of these programs, and reporting program data to NETC Headquarters (N00V).

k. Definitions

(1) Licensing. Process by which a governmental agency (federal, state, or local) grants permission to an individual to engage in a given occupation upon finding that the applicant has attained the minimal degree of competency required to engage in that occupation.

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(2) Certification. Recognition given to individuals who have met predetermined qualifications set by an agency of government, industry, or a profession.

1. Data Elements

(1) License/Certificate (license name as it appears on the license/certificate)

(2) Date License/Certificate Obtained

(3) Initial Annual/Renewal

(4) License/Certificate Costs (cumulative costs)

(5) Date Paid

(6) Amount Paid

(7) Training for Certificate/License

2. These guidelines for the payment of expenses to obtain professional credentials will be implemented at all NETC activities. A point of contact shall be established to provide advice and guidance.